

MESILLA FIRE DEPARTMENT

P.O. Box 10
Mesilla, NM 88046
Ph: 575.523.1311
www.mesillafire.com



FIREFIGHTER APPLICATION



Updated March, 2009



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FIRE DEPARTMENT RECRUIT/CADET SELECTION GUIDELINES

Welcome to the Mesilla Fire Department selection process guidelines. The recruit/cadet position serves as a training program for our part time firefighters and reserves. Once selected for the recruit/cadet program, the recruit will under go a six-month probation period. During these six months the recruit will go through a rigorous training academy that will teach him/her the basics of firefighting and basic emergency medical skills, plus on the job training. If the applicant already has Firefighter I and an EMT license, the applicant may already be eligible for our part-time firefighter program, but will still need to go through the selection process. If that applicant successfully completes the selection process, he/she will be put through a Firefighter I and EMT skills test and a Mesilla Fire Department orientation. This applicant will still be on probation for the six month term.

The Town of Mesilla Fire Department is committed to providing a fair and equal opportunity for all candidates and to developing a work force, which reflects the diversity of the community, which we serve. The intent of this packet is to outline the selection process used by the Mesilla Fire Department and to give information to help in the preparation of each applicant. Every applicant must successfully meet the requirements of each step in order to progress to the next step. Applicants will be notified by phone or mail of their performances. Failure to meet the requirements outlined in this document will be an automatic forfeiture of his/her application.

MINIMUM REQUIREMENTS

Applicants must be at least 18 years of age, have a High School Diploma or GED, possess a valid New Mexico State Driver's license and an acceptable 36 month Motor Vehicle Record.

STEP 1- THE APPLICATION PACKET

Applications are accepted on an as needed basis for the recruit program. Completed applications will include: a completed employment application, a resume (if felt necessary), copies of any certificates and or license's related to the job applying for, a signed waiver for the physical agility test, and a 36 month Motor Vehicle Record (obtained through the Department of Motor Vehicles). Information in this packet includes a Firefighter job description, reference information for the physical agility evaluations, general Mesilla Fire Department information, and a waiver of liability. Complete application packets will be evaluated based on thoroughness of completion, work history, education and related training. Applicants submitting incomplete application packets will not be considered for the position of recruit firefighter. Once the packet is completed and turned in, the applicant must be approved by the membership before he/she can continue to step 2.

STEP 2- PHYSICAL AGILITY

Applicants whose application is approved by the membership will be notified by phone or mail of their eligibility to participate in the physical agility portion of the selection process. The physical agility test is a practical exam compiled of simulated job related functions. This portion of the process is PASS/FAIL only, with a maximum time of ten minutes to complete all simulations. More detailed information is included in this application packet.

STEP 3- ORAL INTERVIEW

Once the applicant passes the agility test, he/she will be scheduled for an oral interview. The content of the interview will relate to interpersonal skills, technical knowledge and certain facts about the Town of Mesilla. Each question will be scored according to predetermined benchmarks. Applicants who are successful in the interview process will be hired on as a Recruit Firefighter for a probation period of six months.

****The outline of the selection process at the Mesilla Fire Department is intended for information purposes only. This document serves as a guideline and is subject to change without notice.****



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PHYSICAL AGILITY TEST

The object of this test is to simulate the physical requirements of a firefighter on an incident scene. The applicant will wear a firefighter helmet, a bunker coat, a self-contained breathing apparatus (SCBA) and firefighting gloves. All the events are designed to be accomplished in succession with no break of time in between. All movements must be done with care given to lifting, running and stretching. If any event is done in an unsafe manner, that event is disqualified and not added into the final score. One disqualification voids the entire test. The test is graded on a pass/fail scale only. The applicant will have ten (10) minutes to complete all events. One does not need to possess special firefighting skills to pass the physical agility test. The following is a list of possible skills that will be included in the test, but not limited to these specifically.

1) High Rise Pack Walk

- Place 50 foot section of 3" hose that is set up in a high rise pack on your shoulder.
- Time will begin when you cross the start line. One must walk 75' to the end of the sidewalk and back to the starting line. Drop the pack to the left or right of the start line.

2) Extension Ladder Climb

- Climb up approx. 20 feet on an extension ladder onto the roof of the building.
- Step off to the right of the ladder and proceed to the next station.

3) Hose Hoist

- Grab the rope that is attached to the roller device.
- Using the hand over hand method, hoist the roll of 50 foot section of rolled 3" hose to the top of the roller.
- All the way to the top of the roller and back to the ground constitutes one evolution.
- This will be done in four evolutions.
- Once completed proceed back to the ladder and descend using every rung.

4) Roof Ventilation Simulation

- Walk from the ladder to the Keiser machine.
- Pick up the 8 lbs. sledge hammer and stick the I-Beam.
- One must move the back end of the beam to the end of the sled.

5) Charged Hose Drag

- Walk from the Keiser Machine to the charged 1 3/4" line and extend the line 100.
- After crossing the 100' mark, show water and lay the nozzle down.

6) Hydrant Operation

- Walk from the hose line to the hydrant.
- Staying behind the hydrant at all times, completely turn the hydrant valve on and then completely turn the hydrant valve off.

7) Rescue Drag

- Walk from the hydrant to the simulated victim
- Pick up the victim or grab the rope attached and walk 50' to the designated area and then completely turn around back 50' to the designated area.

8) Search Crawl

- Walk from the rescue drag area to the starting area of the search crawl.
- Crawl on all fours following a 2 1/2. hose-line into the building. When one reaches the end of the hose turn around and follow the same route to the finish line.



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FIREFIGHTER JOB DESCRIPTION

The Town of Mesilla Firefighter position serves as the backbone of the department. The Firefighter is responsible for multiple functions in the Department. He/she is responsible for response to all fires, emergency medical calls, public assists and any other calls of the Fire Department. He/she is responsible for attending all trainings and meetings of the Fire Department. All Reserve Firefighters must be available to work 24-hours of shift work a month (3- 8 hours shifts, 2-12 hour shifts or 1-24 hour shift). All Part-Time Firefighters must put in for availability of two 8 hour shifts per month. It is the responsibility of the Firefighter to be in a physically fit condition at all times.

DUTIES:

- 1) Respond to at least 30% of emergency and non-emergency calls, attend required trainings and meetings each month and complete required shifts each month.
- 2) Document information on prescribed forms and submit reports in accordance with Fire Department policy.
- 3) Operate an emergency vehicle in accordance with State laws and Fire Department policy.
- 4) Perform required vehicle and equipment inspections, station duties, pre fire planning, public education and assigned projects.
- 5) Perform required training and maintain State and local certifications/license.
- 6) Demonstrate the attitude of a professional to include maintaining professional appearance and courteous ethical behavior.
- 7) Participate in professional education and fitness training.
- 8) Work as an integral team player interacting positively with other employees and contributing to the Fire Department's goals.

REQUIREMENTS:

- 1) Minimum age of at least 18.
- 2) High school diploma or GED.
- 3) Must have valid New Mexico driver's license and have a satisfactory 36-month driving record as determined by Fire Department policy.
- 4) Must be able to communicate well, both orally and in writing.

MESILLA FIRE DEPARTMENT FACTS



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The Town of Mesilla is approximately 5.5 square miles, with a population of 2200 people and is a residential and farming community that has made the move into light commercial. Currently the Town borders the City of Las Cruces and parts of Dona Ana County. The Town of Mesilla is a municipality that operates its own facilities such as fire, police, water/sewer and court system. The Fire Department receives funding from the State Fire Protection Fund and EMS Fund Act. The Mesilla Fire Department is currently a class 5 on the ISO scale, which directly relates to the funding received from the state. Salaries and some contracts are paid from the Town of Mesilla General Fund.

The Town of Mesilla Fire Department is the first response for all emergency medical calls. The fire department serves primarily as a supplement to the advanced life support ambulance which is contracted by Dona Ana County. The Mesilla Fire Department is currently an Intermediate Life Support operation, which includes First Responders, Basic and Intermediate Emergency Medical Technicians. Mesilla Fire Department runs approx. 200 Emergency Medical calls a year, ranging from simple medical calls to large-scale motor vehicle accidents. The Fire Department carries Holmatro hydraulic equipment and various other extrication devices. Mesilla runs many mutual aid calls on Interstate 10, which is one of three main highways into the City of Las Cruces.

Mesilla Fire Department is directly responsible for all fire calls in the Town. The Fire Department runs approx. 100-200 fire calls annually. The station houses a 1994 Pierce custom cab that holds 1000 gallons of water and can pump 1250 gallons a minute. Also housed in the station is a 1986 Grumman rescue/pumper that carries 500 gallons of water and can pump 1000 gallons a minute. The rescue also carries the extrication tools. The fire department currently has a 2004 Ford F550/Artesia brush truck that carries 250 gallons of water and 15 gallons of class A foam. This brush truck is also first out for most medical calls. Also in the fleet is a 2005 Ford F550/Fort Garrey Cougar Brush truck. This truck carries 300 gallons of water and 15 gallons of foam. The Fire Department has mutual aid agreements with the Dona Ana County, the City of Las Cruces and NM Division of Forestry for medical and fire suppression response. The Mesilla Fire Department is also responsible for all fire inspections, hydrant testing and fire prevention programs within the town limits.

Town of Mesilla Fire Department

- One station, District 31
- Engine 31 – 1994 Pierce Dash Type I Engine
- Rescue 31 – 1986 Grumman Attack Cat Type 5 Engine
- Brush 31 – 2004 F550 Ford (Artesia Fire Apparatus) Type 6 Engine
- Brush 32 – 2005 F550 Ford (Fort Garrey Apparatus) Type 6 Engine
- Battalion 31 – 1999 Chevrolet Suburban, 4x4
- Command 31 – 2003 Chevrolet Impala
- Response area – 5.5square miles Residential, Commercial, Farm land
- 3 schools - 1 elementary, 1 middle school, 1 high school
- Mutual aid, Dona Ana County (Fairacres FD, South Valley FD, NMSU FD)
- City Of Las Cruces (Engine 3, Engine 2)
- Average calls annually - approximately 350 to 400



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FIREFIGHTER APPLICATION

PERSONAL INFORMATION (PLEASE PRINT)

DATE: ____ / ____ / ____

NAME (FIRST, MIDDLE, LAST)

STREET ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

ALTERNATE NUMBER

E MAIL ADDRESS

POSITION APPLYING FOR

*POSITION

CERTAIN POSITIONS REQUIRE WORKING WEEKDAYS, WEEKENDS, EVENINGS AND HOLIDAYS
IS THIS ACCEPTIBLE? ____YES ____NO

DO YOU HAVE A VALID NEW MEXICO STATE DRIVERS LICENSE? ____YES ____NO

LICENSE NUMBER: _____ STATE ISSUED: _____ EXPIRATION DATE: _____

DATE AVAILABLE TO START TRAINING? _____

ELIGIBILITY / HISTORY

ARE YOU AT LEAST 18 YEARS OF AGE OR OLDER? ____YES ____NO

HAVE YOU EVER WORKED FOR THE TOWN OF MESILLA? ____YES ____NO

IF YES, WHEN?

HAVE YOU EVER BEEN CONVICTED OF ANY FELONIES? ____YES ____NO

IF YES, PLEASE EXPLAIN

PLEASE LIST ANY MEDICAL CONDITIONS THAT WOULD PREVENT YOU FROM PERFORMING THE DUTIES OF THE JOB YOU ARE APPLYING FOR.



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EDUCATION – HIGH SCHOOL

NAME

LOCATION

LAST YEAR COMPLETED

GRADUATION / DIPLOMA

___ 9 ___ 10 ___ 11 ___ 12

___ YES ___ NO

EDUCATION – COLLEGE or UNIVERSITY

NAME

LOCATION

LAST YEAR COMPLETED

GRADUATED

DEGREE / MAJOR

___ 1 ___ 2 ___ 3 ___ 4

___ YES ___ NO

EDUCATION – GRADUATE SCHOOL

NAME

LOCATION

GRADUATED

DEGREE / MAJOR

___ YES ___ NO

EMPLOYMENT RECORD

PLEASE LIST YOUR LAST 3 EMPLOYERS, STARTING WITH THE MOST RECENT

#1 COMPANY NAME

SUPERVISORS NAME

PHONE

STREET ADDRESS

CITY

STATE

ZIP

JOB TITLE

JOB PERFORMED

REASON FOR LEAVING

DATES OF EMPLOYMENT

MAY WE CONTACT YOU'RE CURRENT EMPLOYER

FROM _____ TO _____

___ YES ___ NO

#2 COMPANY NAME

SUPERVISORS NAME

PHONE

STREET ADDRESS

CITY

STATE

ZIP

JOB TITLE

JOB PERFORMED

REASON FOR LEAVING

DATES OF EMPLOYMENT

FROM _____ TO _____



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#3 COMPANY NAME		SUPERVISORS NAME		PHONE
STREET ADDRESS		CITY	STATE	ZIP
JOB TITLE		JOB PERFORMED		REASON FOR LEAVING
DATES OF EMPLOYMENT				
FROM _____ TO _____				

REFERENCES

*PLEASE LIST THREE REFERENCES WITH TELEPHONE NUMBERS, WHO YOU HAVE KNOWN FOR AT LEAST TWO YEARS, ARE NOT RELATIVES AND ARE NOT EMPLOYEES OF THE TOWN OF MESILLA.

- 1) _____ PHONE NUMBER: _____
- 2) _____ PHONE NUMBER: _____
- 3) _____ PHONE NUMBER: _____

CERTIFICATES AND LICENSES

*PLEASE LIST ANY CERTIFICATES, LICENSES AND OR SPECIAL SKILLS YOU MAY HAVE PERTINANT TO THE POSITION YOU ARE APPLYING FOR.



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IMPORTANT INFORMATION- PLEASE READ CAREFULLY

CERTIFICATION AND RELEASE OF INFORMATION

I AUTHORIZE THE TOWN OF MESILLA FIRE DEPARTMENT, OR ITS DULY ACCREDITED REPRESENTATIVE, TO OBTAIN ANY INFORMATION RELATING TO MY ACTIVITIES FROM INDIVIDUALS, SCHOOLS, RESIDENTIAL MANAGEMENT AGENCIES, EMPLOYERS, CRIMINAL JUSTICE AGENCIES, FINANCIAL OR LENDING INSTITUTIONS, CREDIT BUREAUS, CONSUMER REPORTING AGENCIES, OR RETAIL BUSINESS ESTABLISHMENTS. THIS INFORMATION MAY INCLUDE, BUT IS NOT LIMITED TO, MY ACADEMIC, RESIDENTIAL, ACHIEVEMENT, PERFORMANCE, ATTENDANCE, PERSONAL HISTORY, DISCIPLINARY, CRIMINAL HISTORY RECORD, CONVICTION, FINANCIAL AND CREDIT INFORMATION, AS EACH MAY PERTAIN TO THE JOB I HAVE APPLIED FOR.

I AUTHORIZE THE TOWN OF MESILLA FIRE DEPARTMENT TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I DIRECT YOU TO RELEASE SUCH INFORMATION UPON REQUEST OF THE DULY ACCREDITED REPRESENTATIVE OF THE TOWN OF MESILLA FIRE DEPARTMENT REGARDLESS OF ANY AGREEMENT THAT I HAVE MADE WITH YOU PREVIOUSLY TO THE CONTRARY. I HAVE BEEN ADVISED THAT THE ORIGINAL OF THIS AUTHORIZATION WILL BE PLACED ON FILE WITH THE TOWN OF MESILLA FIRE DEPARTMENT. A COPY OF THIS RELEASE SHALL HAVE THE SAME EFFECT AS THE ORIGINAL.

MY SIGNATURE RELEASES ALL OF THE ABOVE, INCLUDING THE TOWN OF MESILLA FIRE DEPARTMENT, ITS AGENTS AND THE FORMER EMPLOYERS, TO THE FULLEST EXTENT PERMITTED BY LAW FROM CLAIMS, DAMAGES, LOSSES, LIABILITIES, AND EXPENSES, INCLUDING BUT NOT LIMITED TO, ATTORNEY FEES AND COURT COSTS ARISING FROM THE RETRIEVING AND THE REPORTING OF SUCH INFORMATION.

I CERTIFY THAT THE ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN MY NOT GETTING HIRED, OR DISCHARGED IF I AM HIRED. I UNDERSTAND THAT I AM REQUIRED TO ABIDE BY ALL RULES, POLICIES AND PROCEDURES OF THE TOWN OF MESILLA FIRE DEPARTMENT.

SIGNATURE OF APPLICANT: _____ DATE: _____

DATE RECEIVED: _____ AGILITY SCORE: _____ INTERVIEW SCORE: _____

DATE HIRED: _____



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